



# County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

April 15, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC SOCIAL SERVICES:  
SOUTH CENTRAL OFFICE REFURBISHMENT PROJECT  
ESTABLISH CAPITAL PROJECT; APPROVE PROJECT BUDGET  
APPROVE APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT NO. 87018  
(SECOND DISTRICT) (4 VOTES)**

**SUBJECT**

Authorize the refurbishment of the Department of Public Social Services (DPSS) South Central Office, including the interior and exterior of the building.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find the South Central Office Refurbishment project is categorically exempt under the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and in the record for the project.
2. Approve the refurbishment of the DPSS South Central Office at a total project budget of \$2,100,000 and establish Capital Project No. 87018 for the project.
3. Approve the Appropriation Adjustment in the amount of \$2,100,000 funded by net County cost from the department's operating budget, the Capital Project/Extraordinary Maintenance Designation, and Second District Capital Project funds.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow for the refurbishment of the DPSS South Central Office located at 10728 South Central Avenue, Los Angeles, CA 90059.

The South Central DPSS Office provides temporary financial assistance and supportive services, medical care benefits to public assistance recipients and other eligible persons, and employment and training services. The aid programs include California Work Opportunity and Responsibility to Kids Act (CalWORKs) Program, Food Stamps Program, State Medical Program, and General Relief (GR)/General Relief Opportunities for Work (GROW) Programs. These services are provided to low-income residents of Los Angeles County.

The proposed project includes refurbishment of public counter areas, walls, flooring, elevators, ADA upgrade of restrooms, and installation of new modular furniture, including file and shelving systems. Additional improvements include paint and carpet, new signage, and remodel of concession stand area. Exterior improvements include lighting, security, and new wrought iron fencing.

The proposed refurbishment project will be managed by the Internal Services Department (ISD) and is anticipated to take seven months to complete.

## **Green Building/Sustainable Design**

The project will support the intent of your Board's Green Building/Sustainable Design (GB/SD) Policy to the extent feasible, by recycling demolition materials and by the use of construction materials and modular furnishings that are composed, in part, of recycled materials. The recycling of demolition materials includes metals from used lighting fixtures and modular furniture and synthetic and natural fibers from the old carpeting. In addition, the new lighting fixtures will be more energy efficient to reduce energy consumption.

The recycling of demolition materials and the use of new building supplies and modular furniture composed of recycled materials support the GB/SD policy by reducing the amount of demolition materials that would otherwise be disposed in landfills, reducing the consumption of natural resources, and also reducing the production of synthetic materials, which, in turn, reduces carbon emissions.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Organizational Goal No. 2, "Workforce Excellence", by providing a safe and adequate facility to enhance the quality and productivity of the County's workforce.

### **FISCAL IMPACT/FINANCING**

The estimated total cost of the South Central Refurbishment Project, including construction, furniture, and exterior improvements, is \$2,100,000. Upon approval of the attached Appropriation Adjustment, sufficient funds will be available in the FY 2007-08 Capital Projects/Refurbishments Budget to fully fund the project.

The attached appropriation adjustment will transfer \$2,100,000 into C.P. No. 87018, funded by net County cost from the Department's operating budget, the Capital Project/Extraordinary Maintenance Designation, and Second District Capital Project funds.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Internal Services Department will issue a work order to a qualified contractor to provide the construction of the project through the JOC program previously approved by your Board. The construction is scheduled to commence upon your Board's approval and will be completed in November 2008.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed project has been reviewed and determined to be categorically exempt under CEQA Guidelines, Section 15301 (a) and under Class 1(d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because the project provides for minor alteration and repair of an existing facility. A Notice of Exemption will be filed with the County Clerk.

The recommended actions have been reviewed and approved by County Counsel.

### **IMPACT ON CURRENT SERVICES**

Services will continue to be provided at 10728 South Central Avenue, Los Angeles, CA 90059, while the refurbishment is being completed. There will be minimal to no interruptions of services during the refurbishment.

Honorable Board of Supervisors  
April 15, 2008  
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**CONCLUSION**

Please return one adopted copy of the letter to the Department of Public Social Services and Chief Executive Office, Capital Projects Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a stylized flourish at the end.

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DL:JSE  
DJT:HC:zu

Attachment

c: County Counsel  
Auditor-Controller  
Department of Public Social Services  
Internal Services Department

ATTACHMENT A

**DPSS SOUTH CENTRAL REFURBISHMENT PROJECT  
C.P. No. 87018**

**APPROPRIATION ADJUSTMENT**

## COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S.  
No.

060

APRIL 3

2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2007-08

43 - VOTES

SOURCES

General Fund - A01  
See Attached.

USES

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

22

APR 15 2008

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

JUSTIFICATION

Justification: Adjustment is necessary to transfer funds from Second District Capital Improvement Funds, Designation for Capital Projects/Extraordinary Maintenance, and the Department of Public Social Services' operating budget to fund the DPSS South Central Office Refurbishment Project.

*David Jan Takata*  
David Jan Takata, Senior Manager, CEO

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR --

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

20

AUDITOR-CONTROLLER BY

BY

*Karen Shikuma*

NO.

197

April 3 20 08

BY

DEPUTY COUNTY CLERK

22 of APR 15 2008

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

COUNTY OF LOS ANGELES  
APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT/REFURBISHMENT  
FISCAL YEAR 2007-08

4-Vote /

**FINANCIAL SOURCES**

Designation for Capital Projects/Extraordinary Maintenance  
A01-3077  
DECREASE DESIGNATION \$ 700,000 /

VARIOUS  
Various 2nd District Improvements (2)  
A01-CP-6014-65099-77044  
Fixed Assets-Building and Improvements  
DECREASE APPROPRIATION \$ 700,000 /

Department of Public Social Services -Administration  
A01-SS-2000-25900  
Services & Supplies  
DECREASE APPROPRIATION \$ 700,000 /

TOTAL \$ 2,100,000

**FINANCIAL USES**

VARIOUS  
South Central Area Office (2)  
DPSS Office Refurbishment (New)  
A01-CP-6014-65099-87018  
Fixed Assets-Building and Improvements  
INCREASE APPROPRIATION \$ 2,100,000

TOTAL \$ 2,100,000

JUSTIFICATION: Adjustment is needed to fund the DPSS South Central Office Refurbishment Project.

BA # 197

Karen Shikuma 4/3/08